

**Wethersfield Library Board
Minutes of December 7, 2010**

Members present: Kim Bobin, Clare Meade, Jenny Miglus, Brad Milvae, Laura Nash, Dan Silver, David Troy.

Others: Laurel Goodgion, Library Director; Martha Mayer, Friends Chairman; David Drake, Council Liaison; Kathy Bagley, Director of Parks & Recreation; Sue Tenorio, Wethersfield Readiness Council.

Excused: Ralph Horowitz, Tim Tuell

CALL TO ORDER: Clare Meade called the meeting to order at 7:02

PUBLIC COMMENT: None

ADDITIONS TO THE AGENDA: None

WETHERSFIELD EARLY READINESS COUNCIL (WERC) FOCUS GROUP: Kathy Bagley led a discussion relating to the needs of Wethersfield children, ages birth to age 8. Sue Tenorio was recorder.

7:38 – Kathy Bagley and Sue Tenorio left the meeting.

FRIENDS OF THE LIBRARY:

- The November book sale garnered proceeds of \$3900. There was discussion of the crowds that were waiting to get into the sale before it opened. A monitor will be present for the March sale.
- Attendance for Judith Ivie's talk on November 30 was poor.
- The Friends are planning events for next year, including sales at the Community Center on Bingo Day and Setback Day.
- They are planning a CD sale combining CDs from the Sjoman estate with library CD withdrawals.
- The Friends are continuing with plans to recruit business members.

COUNCIL LIAISON: The town Finance Committee will be requesting a meeting with the library board **Finance Budget** Committee within the next two weeks. Topic for discussion will be how to cover increases in health insurance and pension funds, keeping payroll at current levels. A request was made for this meeting to take place separately from the Board of Education meeting with the Finance Committee.

LIBRARY BOARD CHAIRMAN:

- Clare distributed a packet containing highlights of the Connecticut Freedom of Information Act. Dan Silver has extensive experience with this topic.
- Clare also asked the board to review the Public Comment Policy.

APPROVAL OF MINUTES OF OCTOBER 26

- It was moved, seconded and carried to approve the minutes of October 26 as presented.

LIBRARY DIRECTOR'S REPORT

- Laurel presented the operating budget and the action fund report.
- Laurel distributed an update on her goals.
 - The strategic plan is substantially completed and will be sent to the board for review.
 - RFID - Funds are in place to purchase staff workstations and ID tags and to rent conversion stations. Staff training will begin next week.
- The after school situation is much improved. Dan Mendez is doing an excellent job. A misbehavior checklist is in place, behaviors are documented and privileges are quickly withdrawn for infractions.
- Nancy Stillwell has presented 2 of 3 morning workshops for library staff on customer service skills. The third will be tomorrow.
- The library will be the location of SAT workshops offered by the Kaplan Company. Council liaison asked Laurel to check that this was not a duplication of offerings by Wethersfield schools.
- Laurel distributed her Capital Budget Proposal for 2011-2012. This describes the three-phase implementation of the RFID system as follows:
 - FY 2011 – Tagging the collection
 - FY 2012 – Purchase of security gates, also self-checkout stations for the children's level
 - FY 2013 – Purchase of self-checkout stations for the main level and book return slot.

COMMITTEE REPORTS

- **Outreach Committee:**
 - The committee has done a mailing to 75 new Wethersfield households inviting them to a focus group on January 13.
- **Finance Committee:**
 - Work on the Endowment, Trust Funds, and Gifts and Donations policies is substantially done. They are now awaiting review and sign-off by David Troy and Tim Tuell. Once this is accomplished, all three policies will be presented to the board for approval.
 - Dan Silver reported that the account for the Sjoman endowment is in compliance with all requirements. It is now eligible to receive the funds, whenever they are available

Clare alerted the board to the possibility of extra meetings in January as the budget progresses.

At 8:25 it was moved, seconded and carried to adjourn the meeting.
The next regular board meeting will be on January 25, 2011, at 7:00 p.m.

Respectfully submitted 01/03/11,

